

**POLICE LIEUTENANT
STUDY GUIDE**

A written examination for the class of **POLICE LIEUTENANT** to be administered in **ABBEVILLE** on **SEPTEMBER 9, 2009**, will consist of approximately 106 multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
POLICE SERVICE MANAGEMENT Knowledge of the principles of effective police service management, involving management theory; researching, planning, organizing, directing, and inspecting departmental operations; personnel management; financial management; and managing equipment, property, and supplies.	14.2%
RECORDS/REPORTS/CORRESPONDENCE Knowledge of effective records-management practices, including preparation, content, format, and control; and knowledge of effective report preparation procedures, including the compilation, analysis, and organization of data into an effective written format for reports or official correspondence.	5.7%
SUPERVISION Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates; to resolve conflicts; and to maintain discipline; and to train subordinates.	14.2%
PUBLIC RELATIONS Knowledge of effective public relations practices which foster a positive public image of the department through contact with other agencies, and the public; accepted practices in public speaking; and the components of an effective crime prevention and community relations program.	5.7%
PATROL/GENERAL LAW ENFORCEMENT MANAGEMENT Knowledge of general patrol practices and procedures including methods of patrol, defensive tactics, responding to crimes in progress, field interviews, arrest procedures, the use of firearms, and law governing these procedures.	14.2%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
TRAFFIC CONTROL/TRAFFIC ACCIDENT MANAGEMENT Knowledge of accepted procedures for traffic control, vehicle stop situations, and traffic accident investigations, including enforcement of all applicable motor vehicle laws.	10.4%
CRIMINAL INVESTIGATION Knowledge of accepted procedures for investigating crimes against persons or property, including identifying elements which constitute the various crimes; identification, collection, and preservation of evidence; search and seizure; interview and interrogation; court testimony; and applicable laws.	16.0%
SPECIAL TACTICAL OPERATIONS MANAGEMENT Knowledge of the procedures for conducting special tactical operations such as crowd control situations, bomb threats, and operations during natural disasters or catastrophic events.	6.6%
JUVENILE OPERATIONS MANAGEMENT Knowledge of the laws and procedures governing the handling of juveniles and the investigation of crimes by and against juveniles including detention of juveniles, interrogation of juveniles, and situations involving abuse of juveniles.	6.6%
JAIL OPERATION MANAGEMENT Knowledge of the practices utilized in the daily operation of a jail facility, including booking, jail security, and providing for medical needs of prisoners.	6.6%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

EFFECTIVE SUPERVISORY PRACTICES/Better Results Through Teamwork, 777 North Capitol, Washington, DC 20005, 4th ed, 2005. (NOTE: May also be obtained through LSU

Firemen Training Program).

PUBLICATIONS PERTAINING TO LOUISIANA LAWS, PRACTICES, AND PROCEDURES:

LOUISIANA LAW ENFORCEMENT HANDBOOK, Louisiana District Attorneys Association, 1645 Nicholson Drive, Baton Rouge, LA 70802, Available to Law Enforcement Officers through your local District Attorney's Office, 8th ed., 2002.

CODE OF CRIMINAL PROCEDURE, (The Louisiana Handbook of Statutory Criminal Law and Procedure, West Publishing Company, is published annually and includes this information.), 2005.

REVISED STATUTES TITLE 14, CRIMINAL CODE AND MISCELLANEOUS OFFENSES, (The Louisiana Handbook of Statutory Criminal Law and Procedure, West Publishing Company, is published annually and includes this information.), 2005.

LOUISIANA CHILDREN'S CODE, (The Louisiana Handbook of Statutory Criminal Law and Procedure, West Publishing Company, is published annually and includes this information.), 2005.

FUNDAMENTALS OF CRIMINAL INVESTIGATION, O'Hara, Charles E., Charles C. Thomas Publisher (Bannerstone House), 2600 South First Street, Springfield, IL 62794-9265, 7th ed., 2003.

SUPERVISION OF POLICE PERSONNEL, Iannone N. F., Prentice - Hall, Inc.(Series in Criminal Justice), Englewood Cliffs, NJ 07632, 6th ed., 2001.

ADVANCED SUPERVISORY PRACTICES, International City/County Management Association, 777 N. Capitol Street N.E., Suite 500, Washington, D.C. 20002-4201, 1992.

POLICE ADMINISTRATION, Wilson, O. W. and McLauren, Roy C., McGraw-Hill Book Co., New York, N. Y., 5th ed., 1997.

POLICE FIELD OPERATIONS, Adams, Thomas F., Prentice-Hall, Pearson Education, Inc., Upper Saddle River, New Jersey, 07458, 7th ed., 2007.

SECONDARY REFERENCE MATERIAL

LOCAL GOVERNMENT POLICE MANAGEMENT, (Municipal Management Series), International City Management Association (ICMA), 1120 G St., N.W., Washington, DC 20005, 4th ed., 2003.

TRAFFIC COLLISION INVESTIGATION, The Traffic Institute, Northwestern University, Evanston, IL 60204, 9th ed., 2001.

JAIL OFFICER'S TRAINING MANUAL, National Sheriff's Association, 1450 Duke Street, Alexandria, VA 22314-3490, 15th printing, 1990.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material(mentioned in the study guides), nor do we feelconstrained to limit examinationquestions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.